



# **OPRA Challenges & Opportunities for Custodians: E-Mail Issues**

**Presented by the Government Records Council**

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# What about E-Mail?

- By itself it is not a government record...but it might be!
- Key elements:
  - Type of record
  - Retention requirements
- Official Records – what is government use
- Non-records – everything else
  - personal or “junk-mail”

# E-mail issues

- Official records classed by retention:
  - Transient – retain until no longer needed
  - Intermediate & Permanent
    - ◆ Similar to paper based equivalent on retention schedule
- If your technology does not handle this well, make copies
- Guidance available from DARM (now) and GRC (soon) websites

# Transient Retention

- Very limited administrative value
- Do not set policy, establish guidelines or procedures, certify a transaction or become a receipt
- Telephone conversation or conversation in an office hallway
- Equal to telephone messages, drafts, and other documents that serve to convey temporary information in lieu of oral communication.

# Intermediate Retention

- Significant administrative, legal and/or fiscal value
- General Correspondence
- Internal Correspondence
- Minutes/Notes of Agency Staff Meetings

# Permanent Retention

- Executive Correspondence
- Departmental Policies and Procedures
- Minutes of Boards, Commissions, etc